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25 February 1964

MEMORANDUM FOR: Director of Training
THROUGH : Chief, Operations School/TR
SUBJECT : Course Report - Information Reporting, Reports and Requirements No. 47 (27 January - 14 February 1964)

Synopsis

1. All nine of the students registered for the 47th class in Information Reporting, Reports and Requirements completed the course.

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2. The course signaled a landmark in the history of Agency reports writing. The old system of source description, source grading and appraisal of content is deemed to have outlived its usefulness and is to be replaced by a new concept of report authentication. It will inevitably have farreaching effects, not only on the reports themselves, but on the thinking that goes into them operationally. This 47th IRRR course gave the first officially recognized presentation of the new system whose author is [REDACTED] a staunch supporter of this course. [REDACTED] warmly accepted [REDACTED] invitation to give the lecture in which the new concept was unveiled. The lecture was attended, not only by the class, but by some dozen members of OTR who had been invited. The switch to the new system will take some time, as it will be undertaken Division by Division and will call for a thorough revision of all existing source descriptions. The change will probably not be completed before 18 months to two years. In the meantime, this course will perforce be giving instruction in both systems, the old and the new.


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3. The class roster follows:

<u>Name</u>	<u>Component</u>	<u>Grade</u>
		GS-06
		GS-06
		GS-13
		GS-05
		GS-07
		GS-12
		GS-08
		GS-06
		GS-04

Class Attitude

4. There were no sluggards in this class. All seemed to be highly motivated and eager to get on with the job. There was no tardiness.  was absent for one day, a victim of the snow.  also missed one day, felled by the flu. Otherwise everything flowed pleasantly and efficiently.

Class Performance

5. In the four areas of performance in which students are graded -- production, requirements, editing and reporting -- the results were as follows: in production, seven were rated excellent and two, satisfactory; in requirements, seven were rated excellent and two satisfactory; in editing, six were rated excellent and three, satisfactory; in reporting, six were rated excellent and three, satisfactory. In view of the steady pressure to which they were subjected, this was a gratifying result from this instructor's point of view.

Student Reaction

7. All the students said they thought the structure of the course was well conceived. They said they particularly liked the stress placed on practical laboratory work. They said they felt that mastery of the CS and Intel File Release 2001/08/08 : CIA-RDP78-04305A000100140012-2 efficiently on the substance of their writing.

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Recommendations

8. In view of the above-mentioned student reaction, there are no recommendations at this time.



Chief Instructor/IRRR

Attachment:
Schedule

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